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PREMIUM ART COLLECTION
CLIP ART ◆ FONTS ◆ PHOTOS

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Masterclips 35,000 User Guide

Welcome to Masterclips 35,000, IMSI's biggest collection ever of clipart, fonts, photos, and sounds for your documents, presentations, and multimedia productions. This guide contains all the basic information you need to install and use Masterclips 35,000. It includes:

- ✔ Masterclips MediaPaq Browser
- ✔ Masterclips Fonts Browser
- ✔ Masterclips Sound Controller
- ✔ Location Guide to Utilities and Clips

Masterclips MediaPaq Browser

Windows 3.1 and Windows 95 Installation

To install Masterclips MediaPaq Browser:

1. Insert CD1 into your CD-ROM drive.
2. Choose File (in Windows 3.1) or Start (in Windows 95), then select Run.
3. Type x:\install, substituting your CD-ROM drive letter for x.

Masterclips MediaPaq Browser will be installed in the IMSI group or folder.

The Toolbar/Speedbar and How to Browse the Clipart

After you install Masterclips MediaPaq Browser and start it up for the first time, the Speedbar will begin loading icons. The 10 icons that appear are categories. These categories contain 117 subcategories which contain a total of 33,000 clipart images.

If you double-click one of these category icons, subcategories will be displayed in the desktop of the browser, and the Speedbar will turn into a Toolbar. If you double-click one of the subcategories on the desktop, you will see the clipart contained within that subcategory. To switch back to the Speedbar, click on the file folders in the upper-left area of the Masterclips MediaPaq Browser. To switch back and forth between the Toolbar and Speedbar, click on the Speedbar/Toolbar button, which appears as either a toolbox or as file folders.

You may notice after you open a few libraries that more and more speedbar icons appear. Masterclips MediaPaq Browser displays all the subcategories that you open.

This continues as long as you are using the browser. Once you exit and restart the browser, only the last four subcategories that you opened will be displayed, along with the ten category icons.

How to Browse Videos, Animations, and Photos

Insert CD 2 in your CD-ROM drive, then start the Masterclips MediaPaq Browser. Go to the File Menu and select Open. Switch to your CD-ROM drive. Double-click on the x:\MPX directory. In this directory you will find three files: animatn.dcf, photos.dcf, and video.dcf. These are the browser files for video, animation, and photos. Click on the appropriate file and then click the OK button.

The photos library contains 28 subcategories of photos. The video and animation libraries each contain AVI (movie) files, without any subcategory breakdown. Notice that the Animation files appear black in their preview window. This is because they all begin with a black frame.

To play a video or animation file, double-click on any video or animation file icon. In the video window, go to the File menu in the Show window and select Play Video. A submenu will appear in which you can choose either to Play or to Loop the video. When you have finished viewing the video, you can either close the window or go to File and select Play Video. A new submenu will appear. Select Stop to stop the video or animation clip.

Using the Masterclips MediaPaq Search Engine

How to Search through all 33,000 Clipart Images

Before you begin your search, make sure that all clipart subcategories and categories are closed. You can close them by going to the Window menu and selecting Close All. Another way to do this is to exit, then restart the browser.

Once you are sure everything is closed, go to the Edit menu and select Search. The search box will appear. Click to place an x in the Search Notes box, then click on the wide box labelled "Display all objects that contain", then type in the word you would like to search on. Click OK to begin.

The search engine will go through its custom index, finding all subcategories that contain images with notes matching your description. On slower computers this may take a couple of minutes; on quicker computers, it will take seconds.

After the search is finished, icons for the libraries found by the search engine will be displayed on the desktop of the browser. These files have the same icon picture, below which you will see the subcategory name displayed in its DOS abbreviated form. Double-click on one of these libraries. The search engine automatically sorts all images and displays only the images with notes that match your description.

To see the full library, close the window containing your search results by going to the File menu and selecting Close, or by going to the Window menu and selecting Close All.

What Word to Search For

When choosing the word that you will search on, take a moment to decide what word to use. The more general the description, the better the chance of getting the images you need. For example, let's say you want a clipart of a puppy. You can try searching first for "Puppy"; however, the best results would probably come from searching for "Dog".

If you try a search and you don't find anything, don't abandon hope. Try thinking of other words that describe what you're looking for. If you are browsing through the clipart and find something that is nearly what you want, look at the notes for that image. To do this, click on the image, then go to the Window menu and select Notes. You can turn the Notes window off by going back to the Window menu and selecting Notes again. This may give you an idea of some words to use in your next search.

MediaPaq Online Manual

The Masterclips MediaPaq Browser comes with an online user manual. To view the manual, you will need to have Adobe Acrobat reader installed on your system. If you don't already have Acrobat Reader, you can install it from Masterclips 35,000.

To install the Acrobat Reader:

1. Insert CD-ROM #1 into your CD-ROM drive, choose File (in Windows 3.1) or Start (in Windows 95), then select Run.
2. Type **x:\acroread**, substituting your CD-ROM drive letter for **x**. Follow the instructions on screen.
3. After installing the Acrobat Reader, go to the Adobe Acrobat 2.0 folder or

group, then double-click on the Acrobat Reader 2.0 icon.

4. Make sure CD1 is in your CD-ROM drive, choose File|Open, then switch to your CD-ROM drive.
5. Find the medpaq.pdf file in the root directory of CD1. Click on this file, then click OK. Your manual will appear on screen.

The Acrobat Reader allows text search, and also has a hierarchical outline control that you can use to navigate through the manual.

Masterclips Fonts Browser

Windows 3.1 and Windows 95 Installation

To install the Masterclips Font Utility:

1. Insert CD2 into your CD-ROM drive.
2. Choose File (in 3.1) or Start (in 95) and select Run.
3. Type **x:\setup**, substituting your CD-ROM drive letter for **x**. Follow the instructions on screen.

Using Masterclips Fonts Browser

Double-click the Masterclips Font Browser icon in your IMSI group of folder. Select the location of your CD-ROM drive. In your \Fonts directory you will see several directories titled "ABC", "DEF", and so on. Double-click one of the directories, then select one of the fonts. Click on the Preview button to view the font. You may then choose to install or print the font, or you can select another font. If you choose to install all of the fonts, they will occupy nearly 50MB of hard disk space.

Masterclips Sound Controller

Windows 3.1 and Windows 95 Installation

To install the Masterclips Sound Controller:

1. Insert CD2 into your CD-ROM drive.
2. Choose File (in Windows 3.1) or Start (in Windows 95) and select Run.
3. Type **x:\sndsetup**, substituting your CD-ROM drive letter for **x**. Follow the instructions on screen.

NOTE: When you start up your computer or start the Masterclips Sound Controller, it wll be mimimized. Press Alt-Tab to switch to it.

Using Masterclips Sound Controller

Double-click on the Masterclips Sound Controller Icon in your IMSI Group or Folder. On the right side of the screen you will see the titles of several sounds. To listen to one,

double-click on the file name for that sound. On the left side of the Masterclips Sound Controller you will see several Windows functions. You can associate or attach a sound to specific Windows functions, such as start or exit. To do this, first select a function, then select a sound to attach by clicking in the check box just to the left of the sound. A check mark next to the sound indicates that it is selected. You must keep Masterclips Sound Controller open or minimized for the sound association feature to work.

Location Guide to Utilities and Clips

CD 1

Content	Location	Details
Masterclips MediaPaq Browser	Install from CD1 to your hard disk	Browses clipart , photos, video, animation
33,000 clipart files	Subfolders of the \Clipart folder on CD1	10 categories, 117 subcategories

CD 2

Content	Location	Details
Masterclips Font Utility	Install from CD2 to your hard drive	Preview, install, and remove TrueType fonts
TrueType Fonts	Subfolders of x:\Fonts on CD2	1001 fonts, can be installed in Windows and used by any application that supports TrueType
Sound Controller	Install from CD 2 to your hard disk	Browse sounds and attach to Windows functions
Sounds	Subfolders of x:\Moresnds on CD2	150 WAV sounds for use with Sound Controller or any application that uses WAV files
Photos	Subfolders of x:\Photos on CD2	1000 BMP photos. View with Masterclips MediaPaq Browser
Video and Animation	Subfolders of x:\Vid_anim on CD2	20 AVI Files. View with Masterclips MediaPaq Browser

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Masterclips 35,000

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